

About Non-Reimbursable Expenses

For tracking and review purposes, all business travel expenses that employees incur are captured, regardless of whether they are paid by the employee, the employee's agency, or by another entity. Employees are only entitled to reimbursement for travel expenses they actually incur themselves. Direct billings to their agency or another third party or prepaid fees are not reimbursable to employees. These expense items are treated as Non-reimbursable expenses on an expense report.

This feature is not available on a Travel Authorization.

An expense is Non-Reimbursable when:

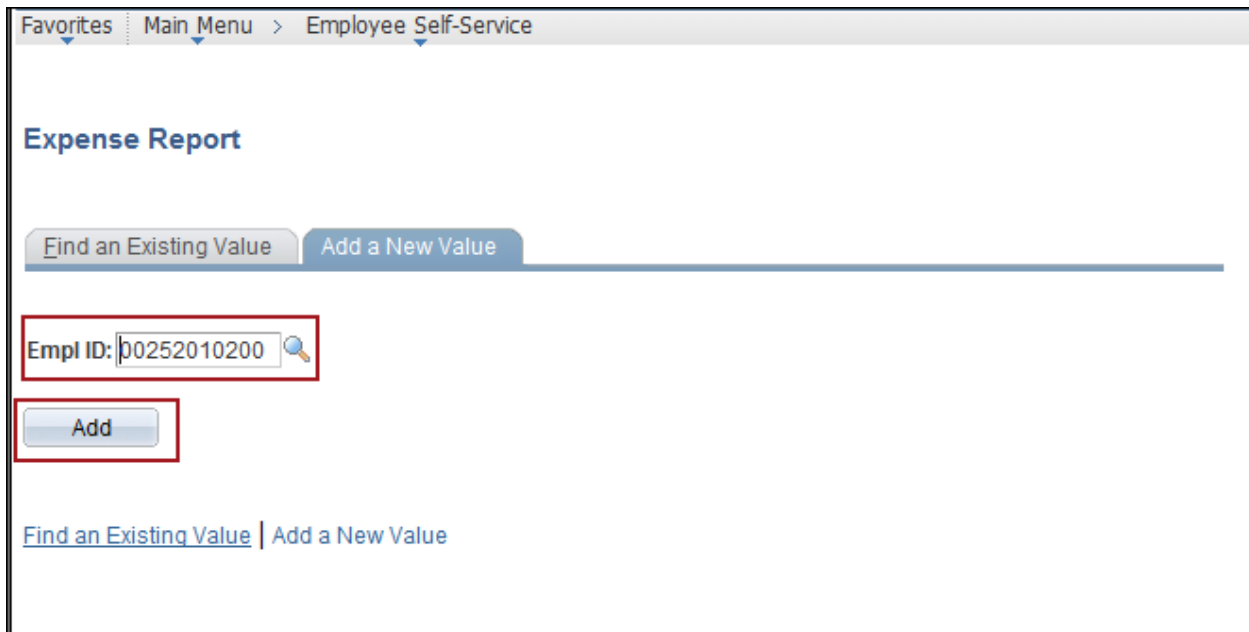
- It is prepaid or direct-billed to the agency or another party.
- It is necessary to the conduct of travel and part of the total cost of the trip.

Expense Report Processing (Expense Reports created without copying in a Travel Authorization):

The following steps show how to create a new expense report, add expenses manually and mark the relevant expenses as non-reimbursable.

- 1 Navigate to the Expense Report entry page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create.



The screenshot shows the 'Expense Report' page in a web application. At the top, there is a breadcrumb trail: 'Favorites' > 'Main Menu' > 'Employee Self-Service'. Below this, the title 'Expense Report' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a text input field labeled 'Empl ID:' containing the value '00252010200'. To the right of the input field is a magnifying glass icon. Below the input field is an 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- 2 Enter the employee ID of the employee for whom the Expense Report is being entered in the **Empl ID** field.
- 3 Click the **Add** button.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

PETER PARKER [User Defaults](#) Report ID: NEXT [Attachment](#)

General Information

*Description: Business Writing Comment:

*Business Purpose: Training Reference:

Default Location: Richmond (City Limits)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

*Overview *Detail *Location Merchant Air/Hotel *Mileage Per Diem *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Registration Fee	01/21/2014	300.00	USD	Check	Billable		
<input type="checkbox"/>	Personal Mileage Cost	01/21/2014	56.00	USD	Check	Billable		
<input type="checkbox"/>								
<input type="checkbox"/>								

Copy Selected Delete Selected Check For Errors New Expense Add

Totals					
Employee Expenses:	356.00	USD	Due Employee:	56.00	USD
Non-Reimbursable Expenses:	300.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

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Save For Later Submit [Expense Report Project Summary](#) [Printable View](#)

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- 4 The **Create Expense Report** page displays. Complete the **General Information** section of the page. In this example, the employee attended a Business Writing training session and the registration fee was prepaid by the agency. While the registration fee is not being reimbursed to the employee, it needs to be included on the expense report for tracking and approval purposes.
- 5 In the **Details** section, enter the required information for each expense item incurred.
- 6 Click the **Detail** tab under the **Details** section of the page.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

PETER PARKER [User Defaults](#) Report ID: NEXT [Attachment](#)

General Information

*Description: Business Writing Comment:

*Business Purpose: Training Reference:

Default Location: Richmond (City Limits)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

Overview | [Detail](#) | [Location](#) | [Merchant](#) | [Air/Hotel](#) | [Mileage](#) | [Per Diem](#) | [Currency](#)

Select	*Expense Type	*Expense Date	**Description	Non-Reimb	No Receipt				
<input type="checkbox"/>	Registration Fee	01/21/2014	Registration Fee Paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Personl Mileage Cost Ju	01/21/2014	round trip mileage to	<input type="checkbox"/>	<input type="checkbox"/>				

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	356.00 USD	Due Employee:	56.00 USD
Non-Reimbursable Expenses:	300.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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- 7 Click the **Non-Reimb** checkbox for each expense that will not be reimbursed to the employee.
- 8 Click the **Overview** tab.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

Create Expense Report

Expense Report Entry [Attachment](#)



PETER PARKER [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:
 *Business Purpose: Reference:
 Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [GO](#)

Details [Customize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

*Overview	*Detail	*Location	Merchant	Air/Hotel	*Mileage	Per Diem	*Currency
Select	*Expense Type▲	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Registration Fee	01/21/2014	300.00	USD	Check	Billable	
<input type="checkbox"/>	Personal Mileage Cost J	01/21/2014	56.00	USD	Check	Billable	

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) [Add](#)

Totals

Employee Expenses:	356.00 USD	Due Employee:	56.00 USD
Non-Reimbursable Expenses:	300.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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9 Click the **Accounting Entries** link for each expense on the Details section.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Accounting Detail

PETER PARKER Report ID: NEXT

This is the accounting detail for expense type Registration Fee with a transaction date of 2014-01-21 in the amount of 300 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Estimated Tax:
Total Distribution:

Accounting Detail										
General Ledger ChartFields										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
300.00	15100	300.00	USD	1.00000000		5012240	01000	799001	92100	

[Add ChartField Line](#) [Refresh](#)

[Previous Expense](#) [Next Expense](#)

[OK](#)

- 10** Enter the required **ChartFields** for each Expense. Use the **Next Expense** button if you have more than one expense item.

Note: Although accounting details are entered for the non-reimbursable expense(s), when the Expense Report is posted, accounting entries are not posted for those expenses.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Accounting Detail

PETER PARKER Report ID: NEXT

This is the accounting detail for expense type Personl Mileage Cost Justified with a transaction date of 2014-01-21 in the amount of 56 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Estimated Tax:
Total Distribution:

Accounting Detail										
General Ledger ChartFields										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
56.00	15100	56.00	USD	1.00000000		5012820	01000	799001	92100	

[Add ChartField Line](#) [Refresh](#)

[Previous Expense](#) [Next Expense](#)

[OK](#)

- 11** Click the **OK** button after the required **ChartFields** have been entered for all expenses.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry [Attachment](#)

PETER PARKER [User Defaults](#) Report ID: NEXT

General Information

*Description: Business Writing Comment:

*Business Purpose: Training Reference:

Default Location: Richmond (City Limits)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: **GO**

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Registration Fee	01/21/2014	300.00	USD	Check	Billable			
<input type="checkbox"/>	Personal Mileage Cost J	01/21/2014	56.00	USD	Check	Billable			

Copy Selected Delete Selected Check For Errors New Expense **Add**

Totals

Employee Expenses:	356.00 USD	Due Employee:	56.00 USD
Non-Reimbursable Expenses:	300.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) **Update Totals**

Save For Later **Submit** [Expense Report Project Summary](#) [Printable View](#)

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12 After all remaining information has been entered, verify that the non-reimbursable expenses are included in the **Employee Expenses Total**, but are not included in the **Due Employee** total.

13 After the totals are verified, click the **Submit** button.

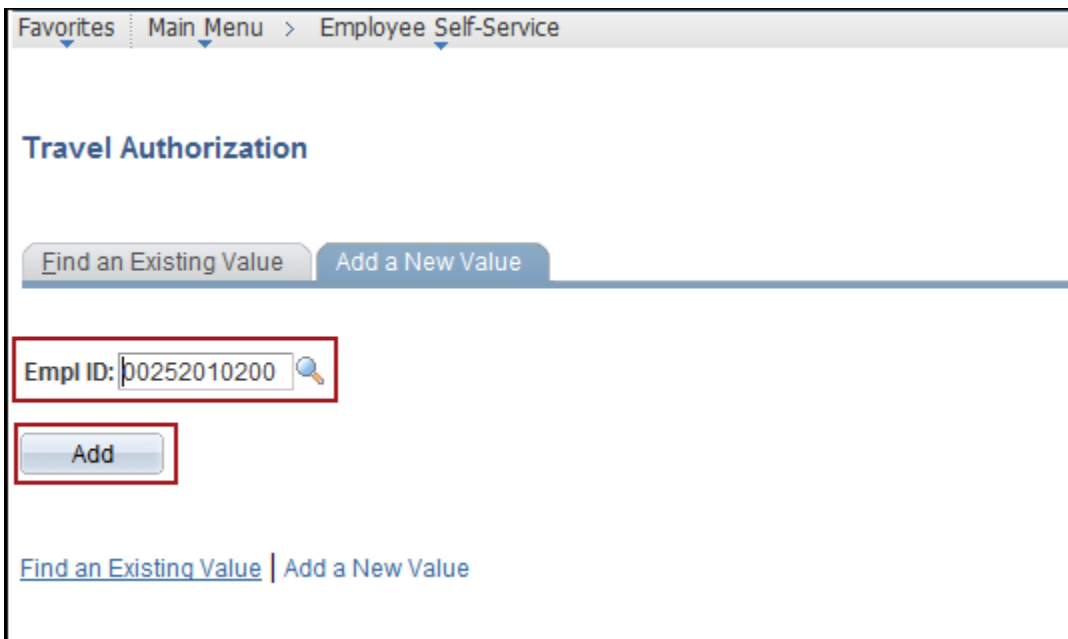
Expense Report Processing (Expense Reports created by copying in a Travel Authorization):

The following steps show how to create a new expense report and copy expenses from a travel authorization. Expenses cannot be marked as non-reimbursable on the travel authorization. Once the expenses are copied to the expense report, the relevant expenses are marked as non-reimbursable.

- 1 Begin by entering the Travel Authorization request.

Navigate to the Travel Authorization page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > Create



- 2 Enter the employee ID of the employee for whom the Travel Authorization is being entered in the **Empl ID** field.
- 3 Click the **Add** button.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

[Create Travel Authorization](#)
[Return to Travel and Expense Center](#)
[Attachment](#)

Travel Authorization Entry

PETER PARKER [User Defaults](#) Authorization ID: NEXT

General Information

*Description: Business Writing Comment:

*Business Purpose: Training

Default Location: Richmond (City Limits)

*Date From: 01/23/2014 *Date To: 01/23/2014

[Accounting Defaults](#) More Options: [GO](#)

Details [Customize](#) | [Find](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Registration Fee	01/23/2014	300.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	Personal Mileage Cost Justifi	01/23/2014	56.00	USD	Check	Billable	*Detail +
							+
							+

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) New Expense [Add](#)

Totals

Authorized Amount: 356.00 USD

[Update Totals](#)

[Save for Later](#) [Submit](#) [Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

- The **Create Travel Authorization** page displays. Enter the expense information in the **General Information** and **Details** section.

Note: The expense items will not be flagged as non-reimbursable on the Travel Authorization. The non-reimbursable expense items will need to be identified once they are copied to the Expense Report.

- Click the **Submit** button.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

[View Travel Authorization](#)
[Return to Travel and Expense Center](#)
[Attachment](#)

Travel Authorization Details

PETER PARKER [User Defaults](#)
 Authorization ID: 0000002359

General Information

Description: Business Writing Comment:
 Business Purpose: Training
 Status: Submission in Process Last Updated: 01/23/2014 By: VPH82737
 Default Location: Richmond (City Limits)
 Date From: 01/24/2014 Date To: 01/24/2014

[Accounting Defaults](#)
 More Options:

Details
[Customize](#) | [Find](#) | [First](#) | [1-2 of 2](#) | [Last](#)

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Registration Fee	01/24/2014	300.00	USD	Check	Billable	*Detail
Personl Mileage Cost Justified	01/24/2014	56.00	USD	Check	Billable	*Detail

Totals

Authorized Amount:	356.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	356.00 USD

[Project Summary](#)
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- 6 On the **View Travel Authorization**, the **Authorized Amount** and **Due Employee** are the same amount.
- 7 After you create the Authorization, you can use it to create the Expense Report. To create the Expense Report, repeat steps 1-3 from the **Expense Report Processing (No Authorization)** section of this job aid.

Favorites Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry [Attachment](#)

PETER PARKER [User Defaults](#) Report ID: NEXT

Quick Start: **GO**

▼ General Information

*Description: A Blank Report
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

*Business Purpose:

Default Location:

Comment:

Reference:

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options: **GO**

Details [Customize](#) [Find](#) [View All](#) [1 of 4](#) [First](#) [Last](#)

Select	*Expense Type▲	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="text"/>					

- 8 Using the **Quick Start** option, select **A Travel Authorization** from the drop down box.
- 9 Click the **GO** button.

Favorites Main Menu > Employee Self-Service

Create Expense Report

Populate From A Travel Authorization

PETER PARKER Report ID: NEXT

From Date: 10/23/2013 To: 02/23/2014 **Search**

Travel Authorizations						
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Business Writing	0000002359	01/24/2014	01/24/2014	356.00	USD

[Return to Expense Report Entry](#)

- 10 The **Populate From A Travel Authorization** page displays. Click the **Select** button for the Authorization you want to copy from the list.
- 11 Repeat steps 4-13 from the **Expense Report Processing (No Authorization)** section of this job aid.



Accounts Payable Job Aid

SW AP315 Non-Reimbursable Expenses

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

PETER PARKER [User Defaults](#) Report ID: 0000032028 [Attachment](#)

General Information

*Description: Business Writing
*Business Purpose: Training
Default Location: Richmond (City Limits)
Comment:
Reference:
Authorization ID: 0000002359

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Select	*Expense Type	*Expense Date	*Description	Non-Reimb	No Receipt				
<input type="checkbox"/>	Registration Fee	01/23/2014	Prepaid Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Personal Mileage Cost Ju	01/23/2014	round trip mileage	<input type="checkbox"/>	<input type="checkbox"/>				

Totals

Employee Expenses:	356.00 USD	Due Employee:	56.00 USD
Non-Reimbursable Expenses:	300.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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